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MANAGEMENT MEETING - OD CAREER SERVICE

5 October 1956

Present:

25X1A



Absent: Mr. John J. Bagnall

1. CAREER SERVICE

A. Promotions

The following persons were recommended:

25X1A

USSR
Branch



to GS-7 - Materials Section - approved
to GS-9 - Industrial Section - approved
GS-9 to GS-11 - Biographic Sec - approved
to GS-12 - Biographic Section - approved

25X1A

A discussion was held regarding [redacted] qualification and development for a Section Chief position. Comments from the Board Members were that he was considered qualified.

25X1A

The question was raised by [redacted] the possibility of promotion for morale purposes [redacted] in view of his mandatory retirement in 1957. It was [redacted] belief that a promotion for the purpose of morale was not proper; that the work he is performing is worth only a GS-9, and that [redacted] wouldn't gain very much in retirement upon such promotion.

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An action for promotion of [redacted] from GS-6 to GS-7, assigned to [redacted] was received by FDD for concurrence. [redacted] concurred for the Career Service with [redacted] recommending it. It was pointed out, however, that very little is known about him since he transferred to the Project after a stay of approximately 3 weeks in FDD.

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Reports
Branch

GS-5 to GS-6 - Records Section - approved

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Eastern
Europe
Branch

GS-7 to GS-9 - East German Sec - approved

GS-7 to GS-9 - East German Sec - approved

GS-9 to GS-11 - Poland Section - approved

B. Proposed DDI Vacancy Procedure

- Questions: 1. General opinion of this proposal
2. What is FDD policy re announcing these vacancies to the personnel.

After discussion, the general consensus was that it is a worthwhile procedure and a needed one.

FDD policy will be that the Branch Chiefs will nominate candidates without announcing the vacancies. After the selection is made by the OD Board, a discussion will be held between the Branch Chief and the nominee.

2. OPERATIONAL MANAGEMENT

A. FDD Field Offices

25X1A

██████████ requested the members to give thought to ways and means of immediate implementation of an FDD field contracting office in the event there is an approval on the FDD proposal. Particular emphasis on places and persons to man the field office(s) was stressed.

B. Screening

25X1A

██████████ called attention to the many new subscriptions being requested by the branches although a revised list of subscriptions had been submitted only the previous month.

C. Armed Forces Medical Library

25X1A

██████████ announced that the Armed Forces Medical Library was being transferred to the Department of Health, Education, and Welfare. He was asked to look into what is to happen to the intelligence aspects of that work.

D. Clerical Management

25X1A

██████████ raised the question whether clericals were being properly used in the branches. He pointed out that final typing of reports were proofread by the clericals in BU and sent directly then to Reports Branch. Suggested that if other branches were not following this procedure, they should.

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